

STAFF STUDY

ON

FEASIBILITY OF A LENDING LIBRARY OF RELIGIOUS BOOKS IN THE UNIT CHAPLAIN' SECTION

PRESENTED TO

THE FACULTY

United States Army Chaplains School
Fort Hamilton, New York
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SUBJECT: Lending Library of Religious Books in the Unit Chaplain' Section.

1. PROBLEM. To determine the feasibility of a lending library of religious books in the Unit Chaplain's section.
2. ASSUMPTIONS.
 - a. Library will be properly organized.
 - b. Unit lending library will be organized along the lines of a small main library but on a smaller scale.
3. FACTS BEARING ON THE PROBLEM.
 - a. Trained professional staff needed to staff library.
 - b. Space in or adjoining chapel needed to house library.
 - c. Funds required to buy books nad pay for operation.
 - d. Books will have to be selected.
 - e. Equipment needed for library.
4. DISCUSSION.
 - a. Advantages in having a unit lending library of religious books
 - (1) Chaplain would have voice in reading habits of troops.
 - (2) Books will be readily available to troops.
 - (3) Easy access to good reading.
 - (4) Increased use of chapel facilities.
 - (5) Counter influence of trash literature found on P.X. news stands.
 - (6) Assist in character building from good reading habits.
 - (7) Added outlet for troops off duty time.
 - (8) Enhance and expand religious education program.
 - b. Disadvantages in having a unit lending library of religious books.
 - (1) Duplication of post library run by Special Services.
 - (2) Added work for already over worked unit chaplain.
 - (3) Most unit chapels would not have adequate space available.
 - (4) Sufficient funds would not be available to adequately equip and keep a library up to proper standards.
 - (5) To much of chaplain's time consumed in selecting books.
 - (6) Tactical units would be burdened down with library when time came to move out.
 - c. For details, see Annex A, Discussion.
5. CONCLUSION. It would not be feasible to have unit lending library of religious books in the unit chaplains section. Post and unit chaplains should take keen interest in religious section of Post Libraries. Helping to build the section by donating books regularly to that section.
6. ACTION RECOMMENDED.
 - a. That the conclusion in paragraph 5 be approved.
 - b. That program be implemented to have good religious sections in Post Libraries with full utilization by chaplains.

ANNEXES: A--Discussion

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ACTION BY APPROVING AUTHORITY:

Approved (disapproved), including (excluding) exceptions as noted.

Signature

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ANNEX A--DISCUSSION, Section I, Library Organization.

- a. For a unit chaplain to have a lending library of religious books he will have to organize his library. In determining the organization of a library or library system, an analysis should be made of the mission, size and structure of the military community; the educational level, interests and number of persons to be served; and the complexity of the library materials.
- b. Chaplains are not equipped to carry out this analysis but the main library of a post has already done this. The main library is the focal point from which all library service is provided. Here is found the greatest number of books including the widest range of nonfiction and religious books. If a person using the chaplain's lending library of religious books wanted more information bearing on the religious subject and this information was outside of the religious field the person would have to go to the main library on post to get his information since the chaplain's library would be only religious books. This would be an inconvenience. The main library is also mechanically organized, such as book selection, processing, classification, cataloging, and accountability records for the entire library system. Any type of information can be found or acquired in a main library but not in a chaplain's unit lending library.
- c. Many main libraries are divided in two or more departments. For example a library may have a department charged with service to the public (reference service, readers' advisory service, extension service, etc.). Each department should have a professional librarian at its head. In addition libraries have one or more special subjects sections, such as military science section where all material in that field is housed. In small libraries it may be impossible to have clear cut departments but any library can have a strong religious section in cooperation with the Post Chaplain. This would benefit the unit chaplain and all chaplains on post.

SECTION II, Library Staff.

- a. The staff of a library must be adequate in size, training, and experience in order to provide consistently effective service. The library staff will consist of a combination of professional librarians, library assistants, and/or clerical personnel.

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SECTION II, Library Staff Con't.

a. Con't.

No library can provide effective service without a staff of skilled personnel. As the size and services increase, the number of positions required increase.

- b. The number of staff members assigned to each facility, should be adequate to provide efficient service at all times. A professional member of the staff should be on duty at all hours when the library is open. When hours are extended beyond an 8 hour day and when the library is open week-ends and holidays, additional staff personnel will be required. Using the assumption that a chaplain's unit lending library should be organized and run on the same basis as a main library on post but on a smaller scale, even on a smaller scale a staff would have to be provided to run a good lending library.
- c. The following system shows the military strength and civilian personnel needed to staff a main library.

Military Personnel

Civilian Employees

0-1500-----	1 librarian, 1 library assistant or 2 library assistants
1501-3000-----	1 librarian, 2 library assistants
3001-4500-----	2 librarians, 2 library assistants
4501-7500-----	2 librarians, 3 library assistants
7501-14000-----	3 librarians, 3 library assistants

- d. In instances where it is considered unnecessary and uneconomical because of limited technical duties to employ a full time professional librarian to operate a small library or branch library, consideration should be given to the feasibility of assigning an experienced library assistant. Such appointments should be the exception rather than the rule and in each instance the library assistant should receive continuous in-service training under a professional librarian. The chaplain establishing a unit lending library should recognize these facts and should have adequate paid personnel, but he does not have the funds to support this type of operation. For a lending library to be effective he would have to staff it on the above requirements.

SECTION III, Facilities.

- a. Each library facility should reflect careful planning. In all instances the facility should meet the specialized and/or technical needs of the military community. The arrangement

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SECTION III, Facilities Con't.

a. Con't

of rooms, bookstacks, shelving, workspace, displays, and files should take into consideration the size and convenience of the staff, the security of the property, maximum usefulness by the potential user, and the possibility of future expansion. If possible one or two special rooms which may be used for collections, or discussion groups are highly desirable additions to the library. Plenty of daylight is essential as well as adequate artificial lighting for use at night. Many libraries have found that fluorescent lighting is practical as well as attractive. The use of sound-proofing material will add materially to the efficiency of the library. Amusic or listening room for religious records would add to the facilities. A book drop for the return of books should be provided by removal of a panel in the front door, or be installed elsewhere. This service will enable patrons to return books when the library is closed. This type of space is usually not available to the unit chaplain and would be practically impossible to get on a unit level.

SECTION IV, Books.

- a. The DA Pamphlet, Library Operational Guide says the basic book collection of a library facility regardless of the number of personnel to be served, should include not less than 4,000 carefully selected volumes. As this is the collection upon which future expansion is based, books by authoritative authors in the main subject classes of the Dewey Decimal Classification.
- b. The size and scope of the required book stock for an installation will depend largely on the complexity of the military establishment served (see standards for size of book collection in AR 28-85), geographical features, specialties of training or interest peculiar to local needs.
- c. The selection of books both for acquisition and for discard is a technical process and should be performed by a professionally trained librarian.
- d. If it is not feasible for a chaplain to have a unit lending library then in some way the chaplain should have a voice at the higher level when the books are selected to be shipped to main libraries on post. This voice should come from the Chief of Chaplains office since the selection is made on DA level. Perhaps more books could be bought on religious subjects than

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SECTION IV, Books, Con't

d. Con't

are now being bought. Thus giving the unit chaplain a good selection of paper bound books on religious subjects that would be available to him to distribute in his chapel and in the field. This would not tie the chaplain down with a formal library and yet he could perform his essential chaplain duties and be a service to the men by giving them good religious literature to read. Department of the Army Pamphlet 28-30, Library Operational Guide Army Library Program says the things on the selection of books sent down to main libraries on post: "The Department of Army supplies new books to Special Services libraries through its monthly book kit program consisting of

Clothbound book kit of 30 titles
Clothbound book kit of 15 titles chosen from the 30
Paperbound book kit of 50 titles.

These constitute the Special Services 'clothbound kits' and 'paper bound kits'. They are shipped direct to the installation libraries in quantities (one, two, or three kits etc) as approved by the major commands concerned. The number of kits are received by an installation and the number of titles in each kit are subject to change from year to year depending on funds available. Cloth bound book kits. The clothbound book kits are designed to furnish the installation with a dependable monthly supply of new fiction and nonfiction. Intended to supplement local book purchases, this automatic distribution of books by the Department of the Army frees local library funds for specialized needs of the installation. The Library Section, Special Services Division TAGO, is responsible for the preparation of the kits. All books of possible interest are reviewed prior to publication from galley proofs submitted by the publishers. In reviewing, books are sought which will be of the greatest interest to all Army personnel. Therefore, books of specialized subjects or geographic interest are generally avoided for this worldwide distribution. The books in the kit come already cataloged, with a set of H.W. Wilson Company printed cards, a plastic jacket, book card, pocket, and date-due slip included. Paperbound book kits. Selection of titles for paperbound book kits is also the responsibility of the Library Section, Special Services Division, TAGO. Publishers submit proofs of cover picture and blurb on all forthcoming publications. Selection is made prior to the

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SECTION IV, Books Con't.

d. Con't

the first printing of the book, thus insuring ample supply for Army use when shipment in kits is scheduled. This kit is primarily recreational, but selection is aimed toward high quality in each type of book. About one-third of the books in each kit are informational or educational classics, scientific works, how to books, etc. Centralized procurement of these books results in a definite saving to the Government. Of greater significance to the librarian, however, is the fact that this prepublication selection can be made from the entire field of paperbound book publishing, limited only by funds available annually.

- e. In interviewing librarians I found that the paper back books can be obtained for the asking by chaplains for free distribution among troops. The chaplain could utilize this service and add books bought from his local funds to distribute to his troops. Therefore he would not be burdened down with a formal accounting system and would not have to devote the time and effort that would take for a formal lending library. This would accomplish the advantages brought forth in the discussion and overcome the disadvantages.

SECTION V, Equipment.

- a. Equipment would be needed to equip a lending library. This equipment can be bought from reputable library supply and equipment companies. These companies are by far the best source of special library equipment. Such commercial equipment has proven the cheapest, yet most satisfactory investment in the long run, as it stands up longer and is both adjustable and movable.
- b. Shelving. Commercially constructed standard adjustable shelving should be used in all libraries. This makes it possible to rearrange shelves and add to existing units. Shelving can be constructed locally, standard measurements as found in drawing number E-40-01-25, sheet 168, dated 31 March 1951, Emergency Type Construction prepared by the Office of the Chief of Engineers should be utilized. Floorspace usually is not used for shelving units until all available wall space has been utilized. In some cases a few units of low shelving will be desirable; however, the bulk of the book stock should be shelved against the wall in order to conserve floorspace for seating, writing, display, and workrooms.

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SECTION V, Equipment Con't.

- c. Shelving requirements may be estimated on the basis of seven books per linear foot. In determining the feet of shelving required, the average number of books procured and average number discarded per year should be taken into consideration.
- d. Besides the shelving the library would need charging desk, card catalog cabinets, vertical files, book truck, magazine and newspaper racks, furniture. All of this equipment would take more funds to buy than any unit chaplain would have.

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A Summary of A Staff Study

Wakefield, John D.

Lending Library of Religious
Books in the Unit Chaplain's
Section

A lending library of religious books in the Unit Chaplain's Section reflects proper organization and planning along the lines of the main post library, but on a smaller scale. This goal is possible if it has an organization, staff, proper facilities, adequate equipment and books.

Library organization and planning necessitates a comparative analysis of the size of the post, the educational level of the military community and the complexity of the library materials. This comparison can not

be carried out by the chaplain because he is not equipped, so the work is done by the main post library.

A library staff must be adequate in size, training and experience to provide consistently effective service. The chaplain should have these paid personnel in his library, but he does not have the funds to support them.

Library facilities and equipment should demonstrate careful planning and organization. The proper space that is necessary for these facilities is usually not available to the unit chaplain and the needed equipment would require more funds than are available

to a unit chaplain.

These facts alone, that influence the feasibility of a lending library of religious books in the unit chaplain's section, prove that there are more disadvantages to it than advantages. Post and unit chaplains should take an abiding interest in the religious section of the Post Library and help to build that section by donating books regularly.

As a result of the unit chaplain having a voice, at higher level, when books are selected to be shipped to the main post library, more books for the religious section of this library could be bought. At the same time, this

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would also give the unit chaplain ^{an opportunity for} a good selection of paper bound books on religious subjects that would be available to him to distribute in his chapel and in the field.

Chaplain Dixley